

Lansing, Michigan

August 19, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, August 19, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm,
Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney for Law, representing Mike Cox,
Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing
Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn
Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing
Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff,
Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Sergio Paneque, Executive Office; James Burris, Sean Carlson, Janet
Rouse, Department of Management and Budget; Randy Knapp, Department
of Transportation

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of August 5, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Mr. Kelley accepted the correspondence from Jacqueline M. Johnson, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending June 30, 2003 and a report of investment transactions for the quarter ending June 30, 2003, in accordance with a resolution adopted by the State Administrative Board.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

SOUTH HAVEN PUBLIC SCHOOLS, 8/5/2003

Retention and Disposal Schedule (s)

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES, Michigan
Public Service Commission, Executive Secretary Division, 7/9/2003

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Ms. Wolenberg and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports covering the meeting held August 12, 2003 and the special meeting held August 19, 2003. After presentation and review of the forgoing Committee Reports, Ms. Wolenberg moved that the Finance and Claims Committee Report of August 12, 2003 and the special Finance and Claims Committee Report of August 19, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the meeting held August 13, 2003. After presentation and review of the forgoing Committee Report, Ms. Rossi moved that the Building Committee Report of August 13, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Reports for the meeting of August 13, 2003 and the special meeting of August 19, 2003. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held August 13, 2003 with the additional withdrawal of Items 21, 58, 59, 64, 75, 80 and 102 of the regular agenda at the State Administrative Board Meeting of August 19, 2003, and the report covering the special meeting of August 19, 2003 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. Leffler moved to adjourn. The motion was supported by Mr. Pavona and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON